



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.4180

DIVISION: Academic Affairs

TITLE: Course-Related Field Trips

DATE: September 26, 2013

REVISED:

Authorized by: A. Gordon Emslie, Provost and Vice President for Academic Affairs

I. Purpose and Scope

A. Western Kentucky University employees request approval for course-related field trips that often involve transportation of students to various destinations within the continental United States. Mode of transportation may be personal vehicle(s), auto rentals, or chartered vehicles. The purpose of this policy is to create a process that provides necessary information to pertinent parties on destination, purpose, attendee information, emergency contact information, and other relevant information.

B. Definition

A course-related field trip is any activity that involves off-campus activities that are a required part of the syllabus for that course.

II. Policy

A. WKU Risk Management must approve all WKU sponsored field trips at least fourteen (14) days prior to departure date indicated on Request for Field Trip Approval form.

III. Procedure

A. Request for Course-Related Field Trip Approval Form

1. The course instructor should complete all fields on form, including name(s) and emergency contact information for each traveler indicated on form.

- a. The Field Trip Approval form is located at: XXXX [insert location where form will be maintained on WKU website –See attachment and suggest relocating to web: <http://www.wku.edu/Dept/Support/FinAdmin/NewForms.htm>]
2. The instructor should submit the completed Course-Related Field Trip Approval form to the Department Head for review and approval.
3. After approval by Department Head, retain copy for department file and forward to the dean of the college.
4. After approval by the dean of the college, the original signed document should be retained in the dean's office file(s), with copies to be submitted to the Vice President for Student Affairs and Risk Management at WKU.
5. Upon receipt of an approved request, Risk Management will review the document to ensure all participants are covered under existing insurance should an incident/accident take place during specified dates of travel (if applicable). If coverage is not sufficient, Risk Management will work directly with the department head and instructor (cc to the dean of the college) to address and correct coverage as required for compliance.
6. Risk Management will have final review of Request and send one email to Instructor, with copies to the department head and dean of the college, informing them that WKU approval has been granted for the field trip to proceed.

B. Notification of emergency contact(s)

1. Risk Management will work with the provost and other WKU leadership to follow protocol for notification of emergency contact(s), who will be contacted in case of catastrophic event or other emergency situation.

C. Insurance and Liability

1. Information on insurance and liability issues may be found by referring to the Faculty Handbook, II.Q.3, **Insurance**, or directly at <http://people.wku.edu/deborah.wilkins/StudyAbroadOffCampusLiabilityStatement.pdf>. General information regarding faculty and student insurance coverage provided by WKU for approved off-campus learning experiences (including field trips) can be found at: [Study Abroad / Off Campus Activities](#).

IV. Related Policies

V. Reason for Revision